



2/23
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TOWN OF ACTON
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Board of Assessors

February 13, 2004

To: Board of Selectmen

From: James Kotanchik

Subject: Classification Hearing

Due to time constraints, in preparation for the continuation of the classification hearing, scheduled for March 8, 2004, I am planning an expedited hearing and presenting the Board of Selectmen with the decisions they must make.

Listed below are the votes the Selectmen must make on February 23, 2004 for final submittal to DOR for the tax rate setting process.

- | | | |
|---|-----|----|
| • Adopt an Open Space Discount | Yes | No |
| • Adopt a Residential Exemption | Yes | No |
| • Adopt a Small Commercial Exemption | Yes | No |
| • Adopt a _____% shift, which corresponds to the Residential Factor, as shown in the detail of the attached worksheets. | | |

If any additional information is required, please contact me as soon as possible to complete your request.